



SECRETARY OF THE AIR FORCE
WASHINGTON



MEMORANDUM FOR SAF/US
SAF/AQ
AFMC/CC
AFSPC/CC

17 SEP 2007

SUBJECT: Program Management Tenure and Accountability

Reference: (a) USD(AT&L) Memo dated 25 May 07, Program Management Tenure and Accountability

Two Air Force acquisition objectives are to deliver what we promise and to operate with transparency. Key to meeting these objectives is keeping Program Managers (PMs) in place long enough to fulfill program agreements and establishing the right amount of visibility for these agreements. Consistent with direction from AT&L (Ref a), we are establishing Program Manager Tenure Agreements and Program Management Agreements (PMAs) to create more management stability and accountability within the acquisition workforce.

Tenure Agreements and Qualifications for PMs

The Air Force will process Key Leadership Position tenure agreements between the respective Component Acquisition Executives (CAEs) and assigned Acquisition Category (ACAT) I and II PMs in accordance with Ref a. Using space and non-space program master lists, we will enact these tenure agreements as PMs are assigned to ACAT I and II programs.

Program Management Agreements (PMAs)

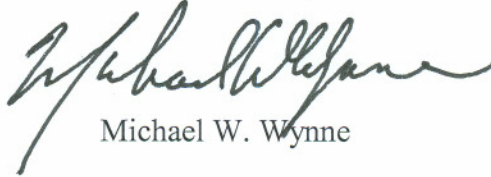
Expectations Management Agreements (EMAs), as required by AFI 63-101, will serve as the basis to fulfill the requirements of the PMA as required by Ref a. The following items will be added to the EMA(PMA):

- An achievable and measurable annual plan that is fully resourced and is consistent with the approved acquisition program baseline.
- The PM's signature.
- The PM's tenure.
- The signature of the CAE for ACAT ID and IC programs or designated Milestone Decision Authority for ACAT II.

EMAs(PMAs) are also encouraged for ACAT III programs.

Air Force program EMAs(PMAs) will be established or updated to incorporate these additional requirements during the next yearly review (within 365 days) or if conditions of the agreement (cost, execution plan, requirements) have changed that require an update to the EMA(PMA).

Air Force policy will be updated to reflect the above changes within 180 days. My points of contact for this guidance are Lt Col Michelle Trigg, SAF/AQXD (703-588-7120) or Lt Col Ken Warcholik, SAF/USAP (703-588-7344).



Michael W. Wynne

cc:

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